



CITY OF HOUSTON

Job Posting

1	Applications accepted from:	ALL PERSONS INTERESTED
2	Job Classification	COURT INTERPRETER
3	Posting Number	PN# 103053
4	Department	Municipal Courts Judicial Department
5	Division	N/A
6	Reporting Location	1400 Lubbock
7	Workdays & Hours	Full-time work with benefits, Schedule includes rotations, weekends and holidays*
8		*Subject to change
9	<u>DESCRIPTION OF DUTIES</u> Provides simultaneous translation of spoken passages from one language into another regarding court proceedings, including trials, hearings, arraignments, etc. Provides translation of foreign language legal documents, correspondence and office memoranda. Interprets rules and regulations, policies, and procedures in day-to-day operations. Furnishes information by telephone and in person to non-English speaking customers/visitors. Compiles information, prepares special reports, answers telephone and directs calls. Assists with special projects as requested. Must have ability to speak and interpret Spanish and English fluently.	
10	<u>ESSENTIAL FUNCTIONS/WORKING CONDITIONS</u> Responsible for translating spoken and written passages from one language to another, Spanish/English. May require working on Saturday and/or Sunday. Evening 1:30 pm - 10:30 pm. The position is physically comfortable, the individual has discretion about walking and standing.	
11	<u>MINIMUM EDUCATIONAL REQUIREMENTS</u> Requires an Associate's degree in a foreign language or a field relevant to the work being performed Two years of relevant work experience may be substituted for an Associate's Degree.	
12	<u>MINIMUM EXPERIENCE REQUIREMENTS</u> Associate's Degree or Two years of relevant experience	
13	<u>LICENSE REQUIREMENTS</u> Must be licensed by the Texas Department of Licensing and Regulation pursuant to Subchapter C of the Court Interpreters Act. For information about becoming licensed, go to www.licensed.state.tx.us , then under "Professional" go to "Licensed Court Interpreter.	
14	<u>PREFERENCES</u> Court experience preferred. Strong ability to interact with the public on a daily basis.	
15	<u>SELECTION/SKILLS TESTS REQUIRED</u> None	
16	<u>SAFETY IMPACT POSITION</u> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.	
17	<u>SALARY INFORMATION</u> Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The minimum to midpoint of this salary range is: <div>Salary Range - Pay Grade 14 \$1,030.00 - \$1,491.00 Biweekly \$ 26,883 - \$38,915 Annually</div>	
18	<u>OPENING DATE</u>	February 16, 2004
19	<u>CLOSING DATE</u>	Open Until Filled
20	<u>APPLICATION PROCEDURES</u> Original applications only are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at. at 611 Walker. Successful candidates will be notified of their application status. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided. The Human Resources TDD Phone number (713) 837-9496 An equal opportunity employer	